



MOTOR CARRIER SERVICES

MoDOT CARRIER EXPRESS ***International Registration Plan***

How to

Add a jurisdiction (US State or
Canadian province) to a cab card

- Important Notes
- Log On
- Process Add Jurisdiction supplement

IMPORTANT NOTES

USERID & PASSWORD

To file online, you must have a userID and password. If you do not have a userID and password, e-mail contactmcs@modot.mo.gov

If you have forgotten your password, go to the log in page www.modot.org/mce and click on the orange button on that page. Follow the instructions to reset your password.

If you have forgotten your password,
[Click Here](#)

GETTING BACK TO WHERE YOU LEFT OFF

If you exit MoDOT Carrier Express at any time during a transaction, and the renewal is not in an invoiced status, you must use the **SUPPLEMENT CONTINUANCE** function to return to the last saved page.



BACK BUTTON

Do not use your browser's back button. Using the back button or arrow will end your MoDOT Carrier Express session. After any session is ended, you are required log in again and use the **SUPPLEMENT CONTINUANCE** function to proceed.

PRISM ERROR MESSAGES

Gray boxes with error messages will pop up when information in MoDOT Carrier Express does not agree with information held by the FMCSA.

To update your information with FMCSA, use a Form MCS 150 – update electronically at www.safersys.org. MCS-150s must be updated biennially according to FMCSA guidelines. Information on file with MoDOT Motor Carrier Services must match the information you gave to the FMCSA. This includes Entity Type, Tax Payer Identification Number, Operation Type and all other information. If you have questions about error messages, call our office toll-free at 1-866-831-6277

OUR CONTACT INFORMATION

MoDOT Motor Carrier Services
830 MoDOT Drive
PO Box 270
Jefferson City, MO 65102-0270

Fax: 573-751-0916
E-mail: contactmcs@modot.mo.gov

Toll-Free: 1-866-831-6277
Local: 573-751-7100

THE ADD JURISDICTION SUPPLEMENT ADDS ONE OR MORE JURISIDCTIONS TO THE CURRENT FLEET. A JURISDICTION IS USUALLY ADDED DUE TO EXPANDING OPERATIONS OR BECAUSE IT WAS LEFT OUT DURING THE INITIAL REGISTRATION OR RENEWAL. NO SUPPORTING DOCUMENTS ARE REQUIRED TO BE SUBMITTED WHEN ADDING JURISDICTIONS.

1. Log on - www.modot.org/mce

The screenshot shows the MoDOT Carrier Express login page. At the top, there is a MoDOT logo and the text "MoDOT CARRIER EXPRESS". Below this, a mission statement reads: "Our mission is to provide a world-class transportation experience that delights our customers and promotes a prosperous Missouri." The page is divided into two main sections. On the left, under the heading "Sign in to begin using MoDOT Carrier Express.", there are input fields for "User ID:" and "Password:", followed by a "Log In" button. Below these fields is an orange button that says "If you have forgotten your password, Click Here". On the right, under the heading "Welcome to MoDOT Carrier Express", there is a list of bullet points providing information about the system, including browser requirements (Internet Explorer 6, 7, and 8.0), links to general information and transaction instructions, and a list of accepted payment methods (e-Check, Visa, MasterCard, American Express, and Discover). At the bottom right, contact information for MoDOT Motor Carrier Services is provided, including a physical address, phone number, and email address.

- a. Enter your userID and password. Click on **SIGN IN**
2. The **Welcome to the MoDOT Carrier Express** page appears
- a. This page contains links and lists of various activities
 - b. To proceed with your supplement, click on **APPLICATIONS**

The screenshot shows the MoDOT Carrier Express dashboard after a successful login. At the top, there is a navigation bar with links: HOME, APPLICATIONS (which is circled in red), UCR, PAYMENT, CUSTOMER, SEARCH, REPORTS, and CHANGE PASSWORD. Below the navigation bar, the text "Welcome to the MoDOT Carrier Express!" is displayed. The dashboard includes fields for "Account Name:" and "Customer ID:", and a "USDOT Number:" field. A message states: "Use the menu above to navigate to a program or use the quick links below to go directly to an action." Below this message is a list of quick links, each preceded by a right-pointing arrow: "Update IRP Information", "View IRP Information", "IFTA Activities", "View IFTA Information", "Update your MCS 150 FORM", "Click on the transaction below for Payment activity", "Begin OSOW Activities", "Begin an INTRASTATE AUTHORITY activity", "Begin UCR activities", "Begin HW/WT activities", and "Click on the type of REPORT needed below". On the right side of the dashboard, there is a small image of a green semi-truck with the text "Motor Carrier Services" below it.

3. Choose **IRP** from the drop down menu.

Our mission is to provide a world-class transportation experience that delights our customers and promotes a prosperous Missouri.

HOME APPLICATIONS UCR PAYMENT CUSTOMER SEARCH REPORTS CHANGE PASSWORD

Web IRP Motor Express!

Account IFTA


Customer PERMITS

Use the CVIEW to a program or use the quick links below to go directly to an action.

OS/OW

HW/WT

- IFTA Activities
- View IFTA Information
- Update your MCS 150 FORM
- Click on the transaction below for Payment activity
- Begin OSOW Activities
- Begin an INTRASTATE AUTHORITY activity
- Begin UCR activities
- Begin HW/WT activities
- Click on the type of REPORT needed below



4. The **IRP Main Menu** page appears

IRP Main Menu

Account Nbr: _____

Customer Nbr: _____

Renewal

Supplement

Supplement Continuance

Reprint

CONTINUE Submit Refresh Help

a. Click on **SUPPLEMENT** and complete the requested screen information. See choices below. Choose **ADD JURISDICTION** and click on **SUBMIT**.

Supplement Menu

Account Nbr
Customer Nbr

Add Vehicle
Add Jurisdiction
Replace Plate
Add Vehicle & Transfer
Cab Card Correction

ACCOUNT NBR: 2576
FLEET NBR:
EXP MM/YR:
SUPP EFF DATE: 1 6 2014
TVR REQUIRED: ☐ TVR NBR OF DAYS:

CONTINUE

- Enter fleet number (required)
- Enter account expiration month and year (required)
- Supplement effective date will default to current date, change if needed
- If temporary vehicle registration is desired, click on TVR box
- TVR number of days defaults to 45 days but can be changed to fewer if needed. At the end of a registration period, when renewal has been started, the TVR number of days default may change depending on whether or not the supplement is to be carried over to the new registration year.

b. Click **SUBMIT** - Click **SUBMIT** again to confirm

5. The **IRP Mileage** screen appears.

IRP Mileage

Account Nbr: 440
Supp Nbr: 0001

DENNIS H. GRANT
ADD JURISDICTION

Check When

☐ Use MO Estimated Miles for Estimated Jurisdictions # of Power Units: ☐ Apply for

☒ Check To Verify If States Are Contiguous To Each Other

Mileage Types: A=Actual E=MO Estimated/Scope N=No Operation

JUR	Type	Mileage	Percentage	JUR	Type	Mileage	Percentage
AR	N	41					
IA	N	258					
IL	A	524	8.91308%				
IN	N						
MO	A	5355	91.08692%				
OK	N	527					
TN	N	669					

6. Enter the desired jurisdictions(s).
7. If actual miles exist in the system, user can only change mileage type from N (No) to A (Actual).
8. If a new jurisdiction is added the only type of miles that can be added are E (Estimated). The system will fill in MO estimated miles.
9. If the next year's renewal has been started and jurisdiction is added in the current year, a message will appear asking if the jurisdictions being added in the current year are wanted for the coming year. Indicate YES or NO if the jurisdiction(s) should be carried over to the next year. This is done at the top of the mileage page.

Actual Miles: 67580
Estimated Miles: 27597
Total Fleet Miles: 95177

SELECT YES OR NO IF YOU WANT THESE JURISDICTIONS TO APPEAR ON NEXT YEARS REGISTRATION

CONTINUE ▼SubmitQuitRefreshInquiryHelp

NOTE: If the jurisdiction is NOT desired for the coming year, any TVR issued will expire at the end of the current registration period. If the jurisdiction IS desired for the coming registration year, the system will generate a supplement to add that jurisdiction for the upcoming registration year.

10. At the top of the page you will see checkboxes to be used when estimated mileage is used.

USE MO ESTIMATED MILES FOR ESTIMATED JURISDICTIONS - Check when MO estimated miles are to be used. The system will generate estimated mileage.

APPLY FOR SCOPE OF OPERATION APPROVAL - DETAIL ROUTE INFORMATION REQUIRED –
If APPLY FOR SCOPE OF OPERATION was checked the system will take you to the Scope of Operations screen to complete. See Scope of Operation procedures below.

A pop up message will appear to validate that a valid mileage resource was used to determine distances. User must click **OK** to proceed. If a reasonable description and distance of route is not provided, MCS has the authority to change from Scope of Operation to MO estimated miles.

11. **CHECK TO VERIFY IF STATES ARE CONTIGUOUS TO EACH OTHER - By default, the system verifies that all the jurisdictions create a path to all selected jurisdictions.**

[illegible]

- ## Completing the Supplement

After desired jurisdictions have been added:

1. Click **SUBMIT**
2. Click **SUBMIT** (repeat) to confirm until IRP Billing page appears

12. The IRP Billing page appears without invoiced amounts

IRP Billing Account Hbr: Supp Hbr:

IRP Fee:	0.00	Supplement Status:	O - OPEN
Mo Schedule I Fee:	0.00	Effective Date:	02 / 05 / 2008
Mo Schedule II Fee:	0.00	Receipt Date:	02/05/2008
Cab Card Fee:	0.00 <input type="checkbox"/>	Billing Date:	
Replace Tag Fee:	0.00 <input type="checkbox"/>	Invoice Date:	
Grade Crossing Fee:	0.00 <input type="checkbox"/>	TVR Ind:	<input checked="" type="checkbox"/> TVR Hbr of Days: 45
Transfer Fee:	0.00 <input type="checkbox"/>		
Revenue Transfer Fee:	0.00 <input type="checkbox"/>		
Late Filing Penalty:	0.00 <input type="checkbox"/>		
Late Pay Penalty:	0.00 <input type="checkbox"/>		
Total Due:	0.00		
Credit Applied:	0.00		
Net Amount Due:	0.00		

Waive Trailer Fee: ☐

REG MONTHS: 11
NBR OF VEHICLES: 2

Delivery Options: V - Preview

CONTINUE Submit Quit Refresh Inquiry Help

- Select a delivery option for your credentials or documents or you will not receive your paperwork/documents
 - Fax – Sends documents/credentials to your fax number indicated – number can be changed
 - Email –Sends documents/credentials to your email address indicated – email can be changed
 - Preview – Sends documents/credentials to Report List (find in the REPORTS tab)
- Click **SUBMIT** – fees will calculate. Click **SUBMIT** again to confirm and billing will be invoiced. The red message appears, **SUPPLEMENT TRANSACTION SUCCESSFULLY SUBMITTED FOR INVOICE**

SUPPLEMENT TRANSACTION SUCCESSFULLY SUBMITTED FOR INVOICE

CONTINUE Submit Refresh Inquiry Help

NOTE: Upon retrieving your invoice, you have the option to pay immediately online by credit/debit card or e-check. You can also mail payment with a copy of the invoice.